

OBTAINING A CERTIFIED COPY OF A BIRTH CERTIFICATE

You may obtain, in person or by mail, a certified copy of a birth certificate from the City Clerk's Office at the following address:

City Clerk's Office
Lowell City Hall, Room 31
375 Merrimack Street
Lowell, MA 01852
(978) 970-4161
www.lowellma.gov

The City Clerk's Office provides certified copies of birth certificates Monday-Friday, 8:00AM-5:00PM.

The fee is \$5.00 for a certified copy of a birth certificate. The City accepts checks or money orders only by mail, and checks, money orders or cash in person. Checks should be made payable to "City of Lowell."

For requests in person at the City Clerk's Office, bring the following information with you:

- the name at birth (married women should give their maiden name)
- the date of birth
- the parents' names

If your parents weren't married at the time of your birth, please contact the Clerk's Office for further instructions.

For requests by mail, submit the following information:

Your name at birth_____

Your date of birth_____

Your parents' names_____

Your phone number (so we can contact you if necessary)_____

If your parents weren't married at the time of your birth, please contact the Clerk's Office for further instructions to obtain through the mail.

Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above.